



DEVELOPMENT REVIEW PROCESS GUIDEBOOK

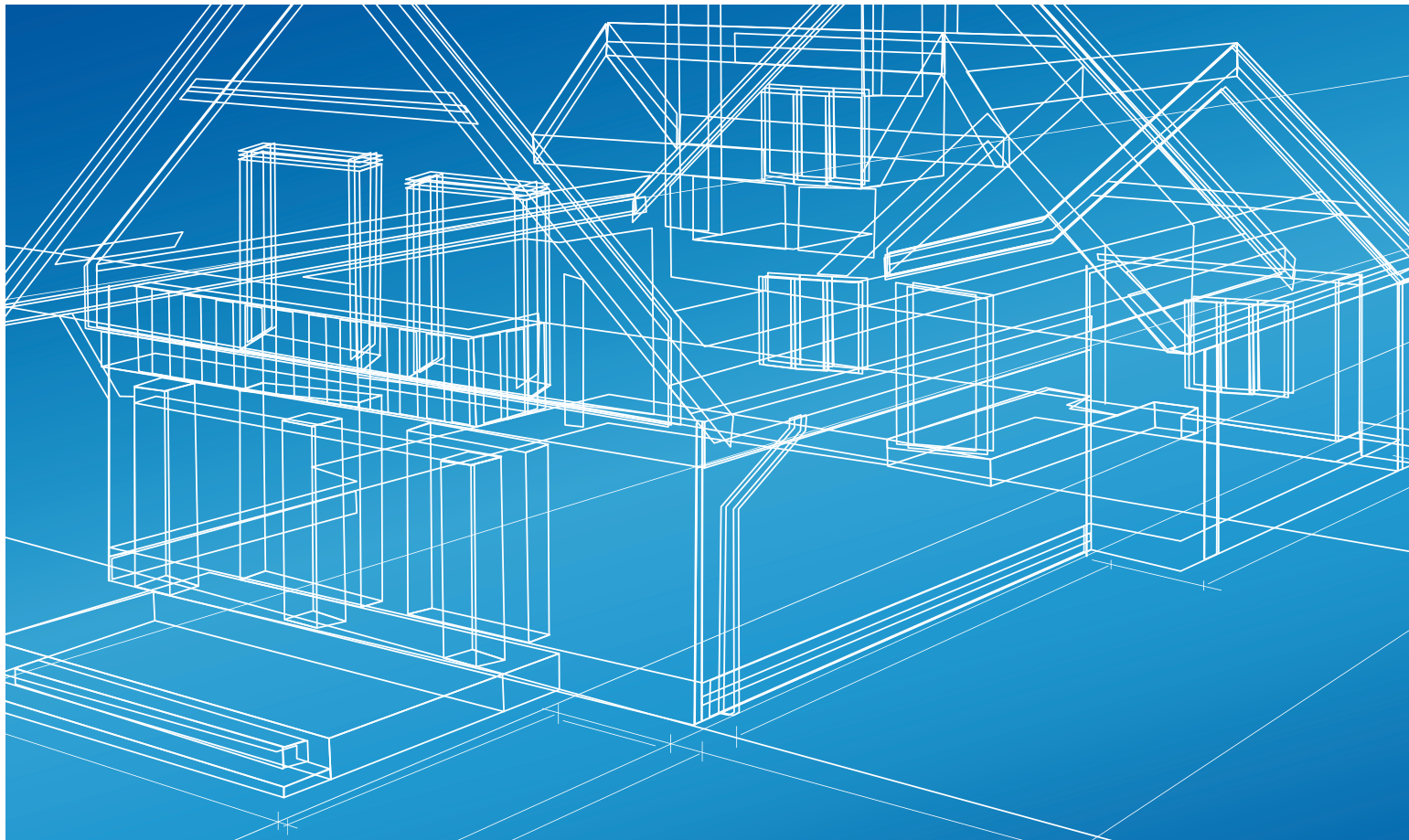


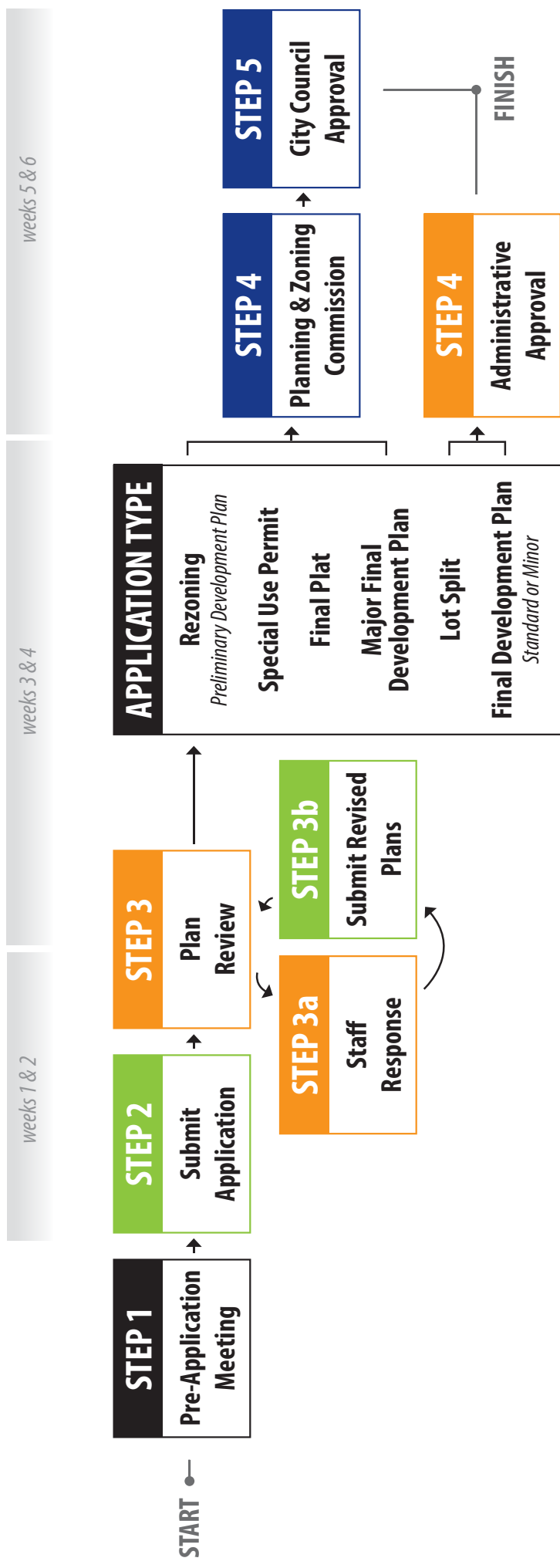


TABLE OF CONTENTS

Flow Chart of Planning Process	3
Meeting Schedule	4
Types of Applications:	
Rezoning	5
Special Use Permit	7
Development Plan	9
Preliminary Plat	11
Final Plat	13
Lot Split	15
Fee Schedule and Charges	17
Application Form	19

DEVELOPMENT REVIEW PROCESS • SUMMARY

Typical timeline (may vary for unique or special projects or those of large scope or complexity)



LIBERTY PLANNING AND ZONING COMMISSION

2016 MEETING SCHEDULE

MONTH	Application Deadline	Plan Review #1	Resubmittal Deadline	Plan Review #2	P&Z Regular Session	City Council
January 2016	Dec. 4, 2015	December 8	December 18	December 22	January 12	January 25
February	(Dec. 30, 2015)	January 5	January 15	January 19	February 9	February 22
March	February 5	February 9	February 19	February 23	March 8	March 28
April	March 4	March 8	March 18	March 22	April 12	April 25
May	April 1	April 5	April 15	April 19	May 10	May 23
June	May 6	May 10	May 20	May 24	June 14	June 27
July	June 3	June 7	June 17	June 21	July 12	July 27
August	July 1	July 5	July 15	July 19	August 9	August 22
September	August 5	August 9	August 19	August 23	September 13	September 26
October	September 2	September 6	September 16	September 20	October 11	October 24
November	October 7	October 11	October 21	October 25	November 8	November 28
December	November 4	November 8	November 18	November 22	December 13	(Jan. 9, 2017)
January 2017	December 2	December 6	December 16	December 20	January 10	January 23

- Applications requiring P&Z and Council approval must be submitted by 5 p.m. the day of the deadline with all submittal requirements as listed on the application. A pre-application meeting with staff is required prior to submittal. Please call 439-4543 to set up a pre-application meeting time.
- Plan Reviews indicate when staff evaluates pending applications. For items to be considered at a Plan Review meeting, all necessary documents must be submitted by 5 p.m. the previous Friday.
- Planning and Zoning and City Council regular sessions are held at 7 p.m. on the dates listed in the Council Chambers, 2nd floor, City Hall, 101 East Kansas.
- Study sessions are for the Commission to discuss long-range policy issues and are subject to change.
- () indicates alternative date due to holiday, subject to change.

REZONING



A COMPLETED REZONING APPLICATION WILL INCLUDE:

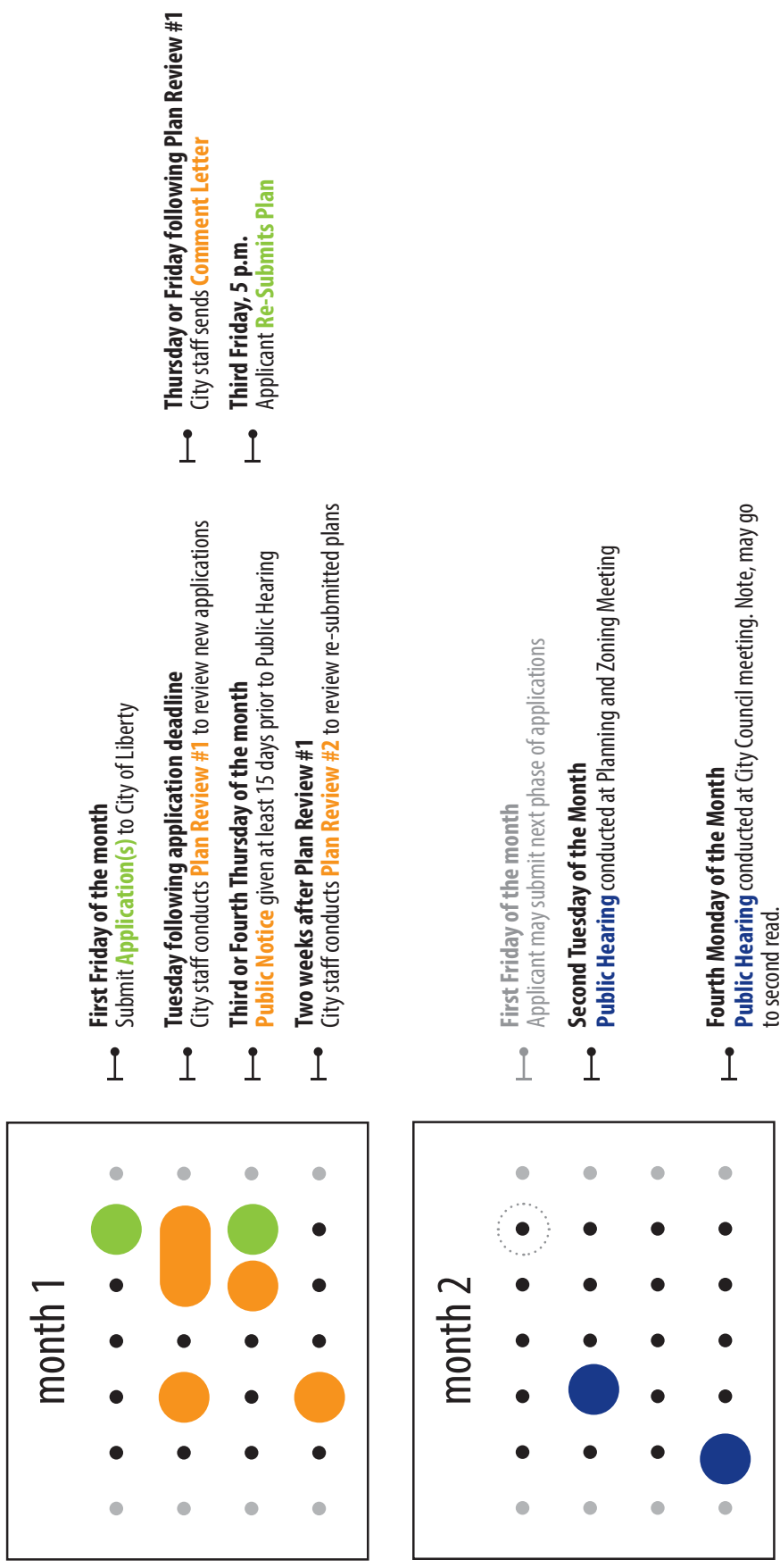
- ☐ Completed application form as provided by the City
- ☐ Application fee paid in full (see schedule of fees)
- ☐ Legal description of the property
- ☐ Proof of ownership or control of property (Sec. 30-21.1)
- ☐ Written description of proposal
- ☐ A map depicting the general location of the property
- ☐ A professionally prepared and scaled Preliminary Development Plan (Sec. 30-27.2)
- ☐ A list of the names and addresses of property owners within 185 feet of project boundary (for notice)
- ☐ Any other information deemed necessary by the City (traffic study, stormwater analysis, etc.)

WHAT ARE THE CITY'S CRITERIA WHEN REVIEWING A REZONING APPLICATION?

- ☐ Staff has received a completed application
- ☐ The proposed zoning is consistent with the Comprehensive Plan, the Future Land Use Map, and approved City development standards and policies
- ☐ The Preliminary Development Plan proposed does not adversely affect surrounding properties
- ☐ Public facilities and services are available and adequate for the proposed use by the City (traffic study, stormwater analysis, etc.)

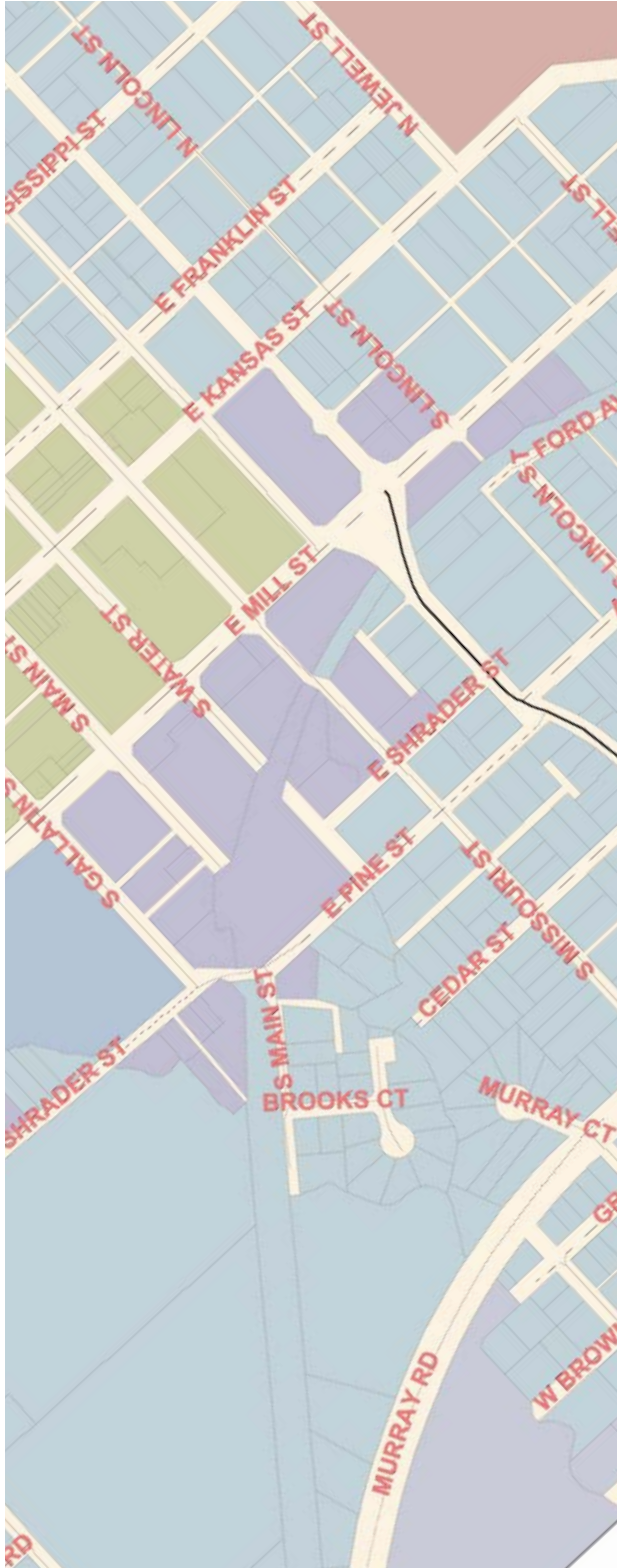
Note: This document is a guide. No information contained herein shall constitute implicit or explicit approval of any proposal received by the City under these guidelines. All applications must comply with the Comprehensive Plan and Unified Development Ordinance of the City. Both documents are available online at www.ci.liberty.mo.us or through the Planning and Development Department at 816.439.4543. A Pre-application meeting is required for all applicants prior to submittal.

REZONING • SAMPLE TIMELINE



Applicant assumes full responsibility for meeting deadlines in order to maintain the above schedule.

SPECIAL USE PERMIT



A COMPLETED SPECIAL USE PERMIT APPLICATION WILL INCLUDE:

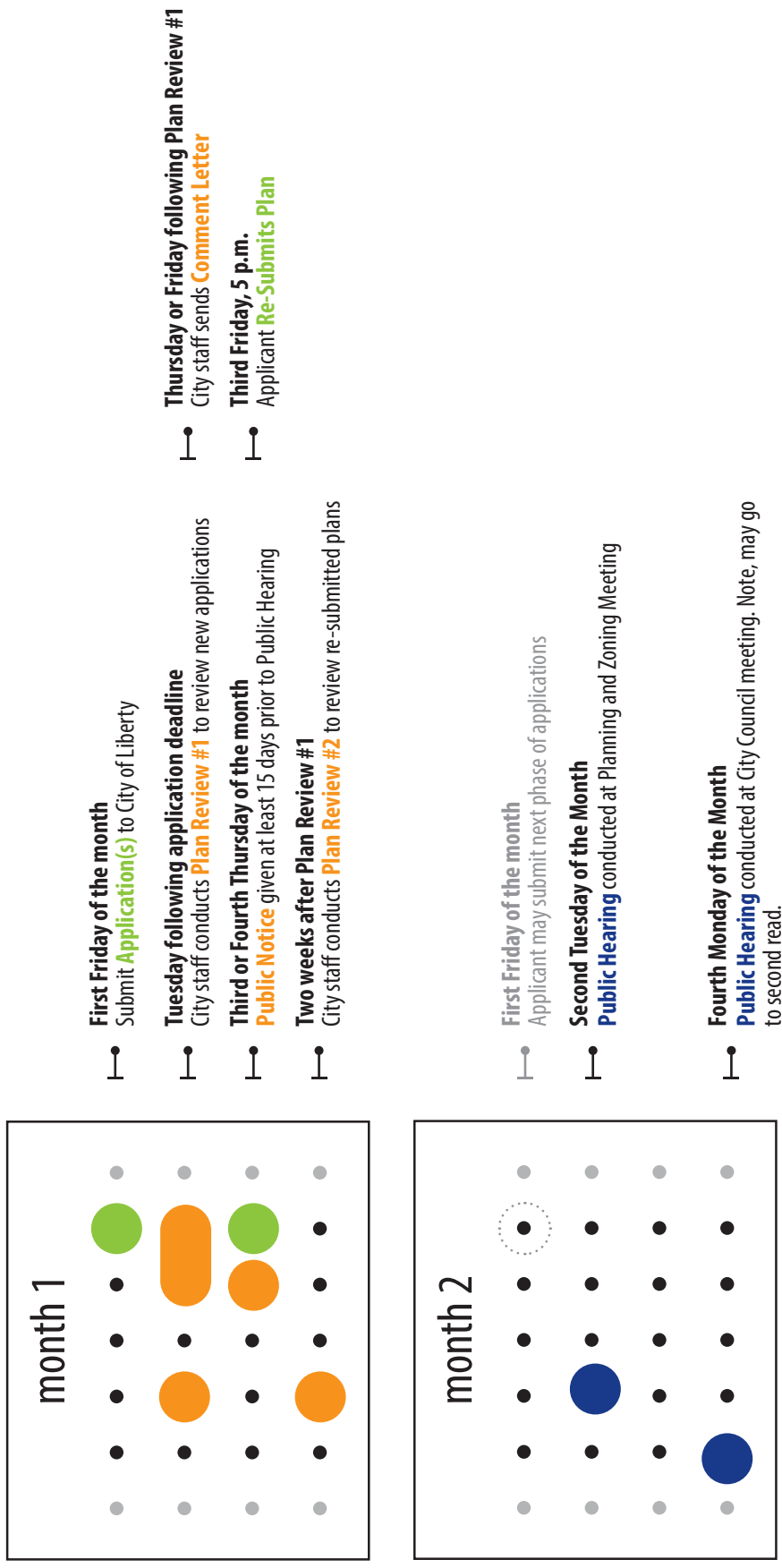
- ☐ Complete application as provided by the City
- ☐ Application fee paid in full (see schedule of fees)
- ☐ Legal description of the property
- ☐ Proof of ownership or control of property (Sec. 30-21.1)
- ☐ A written description of proposal which describes the function, operation and duration of the use
- ☐ A map depicting the general location of the property
- ☐ A Final Development Plan (Sec. 30.27.7), when applicable (i.e., if the proposal includes new construction)
- ☐ A list of the names and addresses of property owners within 185 feet of project boundary (for notice)
- ☐ Any other information deemed necessary by the City (traffic study, stormwater analysis, etc.)

WHAT ARE THE CITY'S CRITERIA WHEN REVIEWING A SPECIAL USE PERMIT?

- ☐ Staff has received a completed application
- ☐ The proposed special use is consistent with the Comprehensive Plan
- ☐ The use is permitted in the UDO, or is a renewal of a previously approved Special Use Permit
- ☐ The use will not adversely impact the public health, safety, comfort or general welfare
- ☐ The use conforms to all conditions and performance standards of UDO
- ☐ The use will not adversely impact the public infrastructure system
- ☐ The use is compatible with the use, scale, orientation and setback of properties in general vicinity

Note: This document is a guide. No information contained herein shall constitute implicit or explicit approval of any proposal received by the City under these guidelines. All applications must comply with the Comprehensive Plan and Unified Development Ordinance of the City. Both documents are available online at www.ci.liberty.mo.us or through the Planning and Development Department at 816.439.4543. A Pre-application meeting is required for all applicants prior to submittal.

SPECIAL USE PERMIT • SAMPLE TIMELINE



LEGEND

- Public Meetings
- Applicant Task
- Staff Task

Applicant assumes full responsibility for meeting deadlines in order to maintain the above schedule.

DEVELOPMENT PLAN



A COMPLETED DEVELOPMENT PLAN APPLICATION WILL INCLUDE:

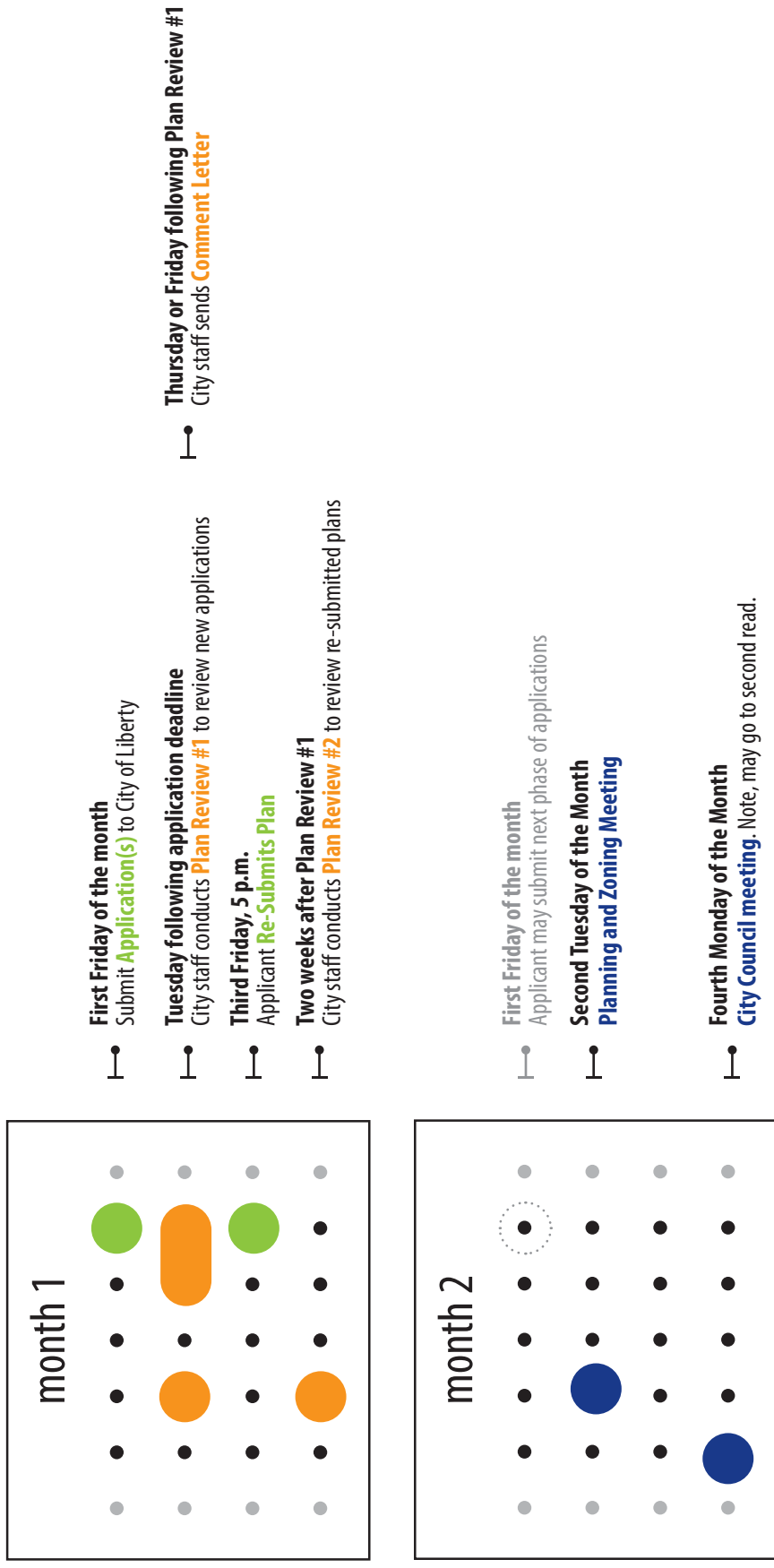
- ☐ Complete application as provided by the City
- ☐ Application fee paid in full (see schedule of fees)
- ☐ A site assessment survey
- ☐ Proof of ownership or control of property (Sec. 30-20.1)
- ☐ A professionally prepared and stamped site plan
- ☐ Professionally prepared and stamped building elevations
- ☐ A professionally prepared and stamped landscape plan
- ☐ A professionally prepared and stamped utilities plan
- ☐ A phasing plan, if applicable
- ☐ A stormwater management plan, including location of 100-year floodplain
- ☐ Any other information deem necessary by the City (traffic study, stormwater analysis, etc.)

WHAT ARE THE CITY'S CRITERIA WHEN REVIEWING A DEVELOPMENT PLAN?

- ☐ Staff has received a completed application
- ☐ The plan substantially complies with the intent of the Comprehensive Plan
- ☐ Complies with the standards and requirements of the UDO (Chapter 30 of the Liberty Code of Ordinances) and the City in regard to:
 - ☐ Building design
 - ☐ Grading and stormwater management
 - ☐ Site access, circulation and parking
 - ☐ Landscaping and lighting
 - ☐ Open space, screening and buffering
- ☐ The plan conforms to a previously approved PDP, if applicable

Note: This document is a guide. No information contained herein shall constitute implicit or explicit approval of any proposal received by the City under these guidelines. All applications must comply with the Comprehensive Plan and Unified Development Ordinance of the City. Both documents are available online at www.ci.liberty.mo.us or through the Planning and Development Department at 816.439.4543. A Pre-application meeting is required for all applicants prior to submittal.

DEVELOPMENT PLAN • SAMPLE TIMELINE



LEGEND

- Public Meetings
- Applicant Task
- Staff Task

10 Applicant assumes full responsibility for meeting deadlines in order to maintain the above schedule.

PRELIMINARY PLAT



A COMPLETED PRELIMINARY PLAT APPLICATION WILL INCLUDE:

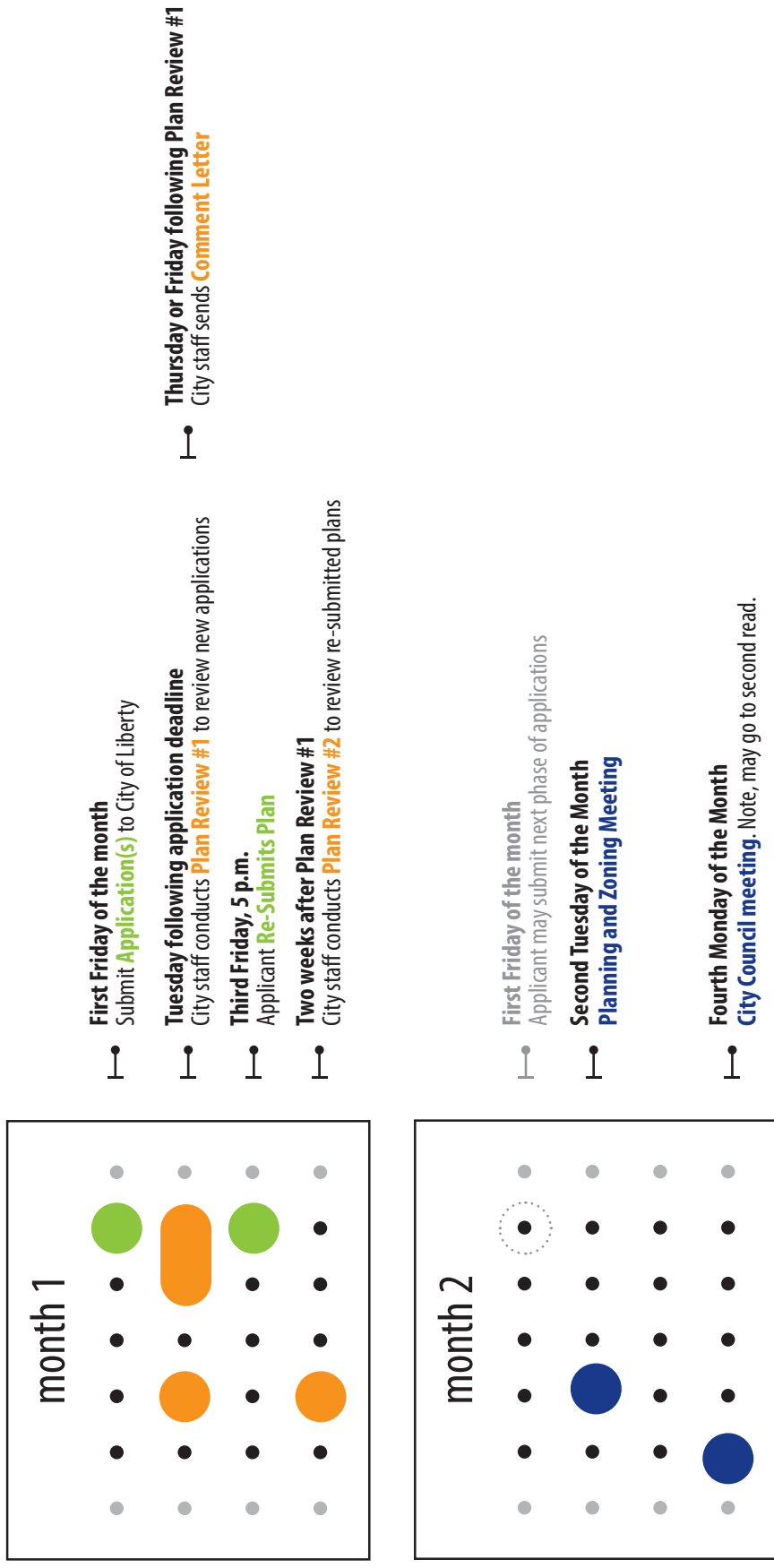
- ☐ Complete application as provided by the City
- ☐ Application fee paid in full (see schedule of fees)
- ☐ A site assessment survey (Sec. 30-21.3)
- ☐ Proof of ownership or control of property (Sec. 30-21.1)
- ☐ A Preliminary Plat shall consist of the following items:
 - ☐ A legal description of the property
 - ☐ An inset map depicting the general location of the property, north arrow, date, and scale
 - ☐ Location by section, township, range, county, and state
 - ☐ The proposed name of the subdivision
 - ☐ A signature block as provided by the City
 - ☐ The stamp and signature of a Professional Land Surveyor licensed in Missouri
 - ☐ Existing conditions of the site and areas within a 200 foot radius
 - ☐ Location and extent of proposed development
- ☐ A preliminary stormwater analysis
- ☐ A preliminary public improvements plan, when necessary
- ☐ Any other information deemed necessary by the City (traffic study, environmental impacts, etc.)

WHAT ARE THE CITY'S CRITERIA WHEN REVIEWING A PRELIMINARY PLAT?

- ☐ Staff has received a completed application
- ☐ The plat substantially complies with the intent of the Comprehensive Plan
- ☐ Complies with the standards and requirements of the UDO and the City in regard to:
 - ☐ Design standards for blocks, streets, and lots
 - ☐ Dedication requirements for parks, open space, and rights-of-way

Note: This document is a guide. No information contained herein shall constitute implicit or explicit approval of any proposal received by the City under these guidelines. All applications must comply with the Comprehensive Plan and Unified Development Ordinance of the City. Both documents are available online at www.ci.liberty.mo.us or through the Planning and Development Department at 816.439.4543. A Pre-application meeting is required for all applicants prior to submittal.

PRELIMINARY PLAT • SAMPLE TIMELINE



LEGEND

- Public Meetings
- Applicant Task
- Staff Task

FINAL PLAT



A COMPLETED FINAL PLAT APPLICATION WILL INCLUDE:

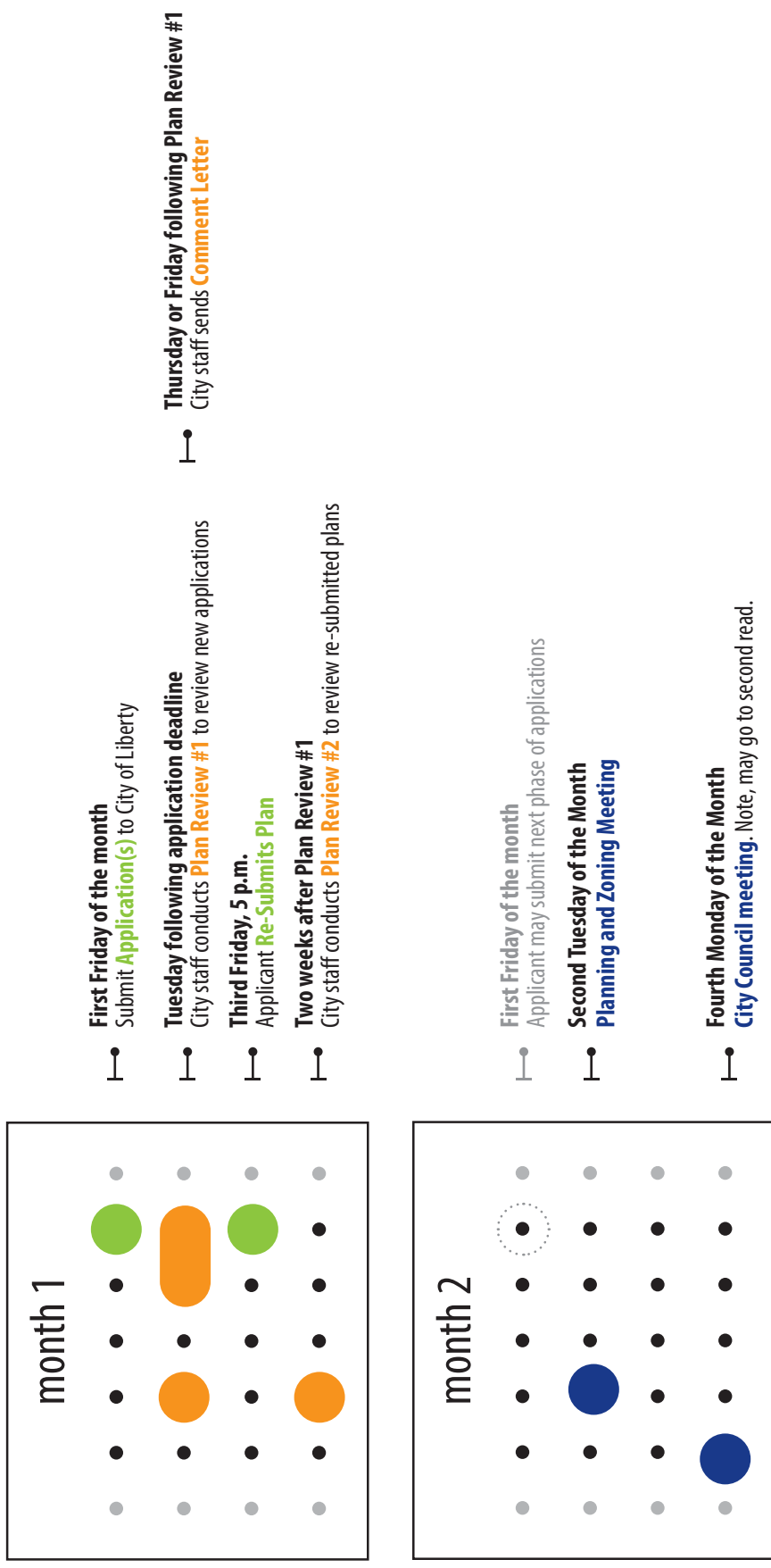
- ☐ Complete application as provided by the City
- ☐ Application fee paid in full (see schedule of fees)
- ☐ Proof of ownership or control of property (Sec. 30-21.1)
- ☐ Tax certificates from the City and County showing taxes on the property are current
- ☐ A written copy of any private restrictions existing or proposed for the subdivision
- ☐ A description of all proposed easement and rights-of way and subordination of existing easements
- ☐ Final Plat shall include all information on the Preliminary Plat in addition to the following:
 - ☐ A survey prepared and stamped by a professional surveyor licensed in Missouri
 - ☐ The stamp and signature of the surveyor
 - ☐ The name and address of the applicant
 - ☐ Description and coordinates of property and lot boundaries
 - ☐ Exact location of all proposed lots, tracts, easements, building lines, buffers, etc.
 - ☐ Names of streets to be dedicated with the subdivision
 - ☐ Appropriate dedication language as provided by the City
 - ☐ A description of all riparian, wellhead protection, and floodplain buffers
- ☐ Public works including, but not limited to, streets, utilities, grading and stormwater information
- ☐ Any other information deemed necessary by the City (Traffic study, environmental impacts, etc.)

WHAT ARE THE CITY'S CRITERIA WHEN REVIEWING A FINAL PLAT?

- ☐ Staff has received a completed application
- ☐ The plat substantially complies with the intent of the Comprehensive Plan
- ☐ The plat complies with standards and requirements of the UDO and the City in regard to:
 - ☐ Design standards for blocks, streets and lots
 - ☐ Dedication requirements for park/open space and rights-of way
- ☐ The plat substantially conforms to the approved Preliminary Plat
- ☐ Public works elements meet City specifications and are certified by the City Engineer
- ☐ All necessary easements, dedications, vacations, and other agreements have been accepted or approved

Note: This document is a guide. No information contained herein shall constitute implicit or explicit approval of any proposal received by the City under these guidelines. All applications must comply with the Comprehensive Plan and Unified Development Ordinance of the City. Both documents are available online at www.ci.liberty.mo.us or through the Planning and Development Department at 816.439.4543. A Pre-application meeting is required for all applicants prior to submittal.

FINAL PLAT • SAMPLE TIMELINE



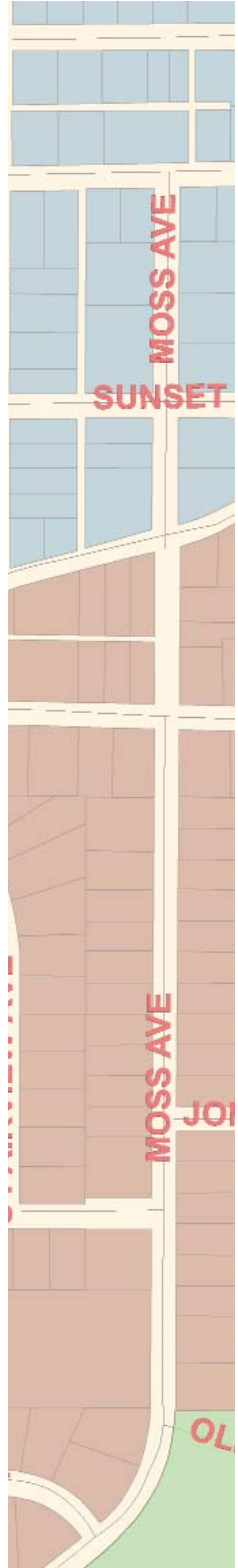
LOT SPLIT

A COMPLETED LOT SPLIT APPLICATION WILL INCLUDE:

- ☐ Complete application as provided by the City
- ☐ Application fee paid in full (see schedule of fees)
- ☐ Proof of ownership or control of property (Sec. 30-21.1)
- ☐ Tax certificates from the City and County showing taxes on the property are current
- ☐ A written copy of any private restrictions existing or proposed for the subdivision
- ☐ A description of all existing or proposed easements and rights-of way
- ☐ Lot Split survey, including the following items:
 - ☐ A survey prepared and stamped by a professional surveyor licensed in Missouri
 - ☐ The current or proposed name of the subdivision along with a north arrow, and scale
 - ☐ The name and address of the applicant and licensed surveyor
 - ☐ A map depicting the location of the property by section, township, range, county and state
 - ☐ A legal description of all proposed tracts and lots
 - ☐ The location of building lines, easements, right-of ways, streets, alleys, sidewalks, parkland, utilities, drainage, and other features necessary to ensure the proper division of land
 - ☐ The names of all abutting streets
 - ☐ A signature block as provided by the City
 - ☐ A description of all riparian, wellhead protection, and floodplain buffers
- ☐ Where necessary, a separate plan, to scale, indicating the location of existing buildings
- ☐ Any other information deemed necessary by the City (Traffic study, environmental impacts, etc.)

WHAT ARE THE CITY'S CRITERIA WHEN REVIEWING A FINAL PLAT?

- ☐ Staff has received a completed application
- ☐ The plat substantially complies with the intent of the Comprehensive Plan
- ☐ The plat complies with the standards and requirements of the UDO and the City
- ☐ No public improvements are required
- ☐ All easements and dedications, public or private, are completed prior to recording the lot split



Note: This document is a guide. No information contained herein shall constitute implicit or explicit approval of any proposal received by the City under these guidelines. All applications must comply with the Comprehensive Plan and Unified Development Ordinance of the City. Both documents are available online at www.ci.liberty.mo.us or through the Planning and Development Department at 816.439.4543. A Pre-application meeting is required for all applicants prior to submittal.

LOT SPLIT • SAMPLE TIMELINE



LEGEND

- Public Meetings
- Applicant Task
- Staff Task

16 Applicant assumes full responsibility for meeting deadlines in order to maintain the above schedule.

CITY OF LIBERTY FEE SCHEDULE

Effective: January 1, 2016

Planning/Public Works/Building

WATER SYSTEM CHARGE / SEWER CONNECTION FEE

PLANNING & ZONING APPLICATION FEES

Development Plans	
Minor Project	\$112
Standard Project	\$225
Major Project	\$337
Special Use Permit	\$337
Amendment	\$337
Rezoning	\$337
Preliminary Plat	\$225 + \$5.50 per lot
Final Plat	\$225 + \$5.50 per lot
Lot Split Survey	\$222 + \$5.50 per lot
Variance	\$337
Vacation/Dedication	\$225

<u>Meter Size</u>	<u>Tap Size</u>	<u>Water Charge</u>	<u>Sewer Fee</u>
5/8" = \$450	3/4"	\$556	\$231
1" = \$501	1"	\$5,560	\$2,310
1 1/2" = \$1,003	1 1/2"	\$11,130	\$4,630
2" = \$1,261	2"	\$17,800	\$7,400

PUBLIC WORKS PERMIT FEES

Sanitary Sewer	5% of construction costs
Water Mains	5% of construction costs
Street & Storm Sewer	5% of construction costs
Storm Sewer	5% of construction costs
Right-of-way	\$45
Land Disturbance	1-5 acres = \$150 6-20 acres = \$350 21+ acres = \$750

Project Value

Permit Fee

\$0	\$250	\$12
\$251	\$500	\$21
\$501	\$1,000	\$33
\$1,001	\$2,000	\$41
\$2,001	\$3,000	\$44
\$3,001	\$4,000	\$51
\$4,001	\$5,000	\$62
\$5,001	\$7,000	\$72
\$7,001	\$9,000	\$82
\$9,001	\$12,000	\$100
\$12,001	\$15,000	\$110
\$15,001	\$20,000	\$127
\$20,001	\$25,000	\$134
\$25,001	\$30,000	\$144
\$30,001	\$35,000	\$153
\$35,001	\$40,000	\$173
\$40,001	\$50,000	\$217
\$50,001	\$55,000	\$234
\$55,001	\$60,000	\$250
\$60,001	\$70,000	\$267
\$70,001	\$75,000	\$284
\$75,001	\$80,000	\$302
\$80,001	\$90,000	\$320
\$90,001	\$100,000	\$337

Building Permit Fees

- For projects valued: \$100,001 - \$1,000,000, permit fee is \$338 for first \$100,000 + \$3.62 for each additional \$1,000 or fraction thereof.
- For projects valued: \$1,000,001 and over, permit fee is \$3,622 for first \$1,000,000 + \$2.47 for each additional \$1,000 or fraction thereof.
- Re-inspection Fee: \$45 [no charge for first re-inspection]
- Temporary Occupancy Permit: \$50

Plan Review / Check Fee

	<u>Residential</u>	<u>Non-Residential</u>
1 st \$1,000:	\$3.00	\$14.35
Each additional \$1,000:	\$0.60	\$1.43



Planning & Development Application Form

Fee Paid:	_____
Accepted by:	_____
Date Rcvd:	_____

Applications must be completed in their entirety and all submittal requirements must be submitted at the time the application is submitted.

Application Type [see attached sheet for submittal requirements]

- | | |
|--|---|
| <input type="checkbox"/> Rezoning | <input type="checkbox"/> Lot Split |
| <input type="checkbox"/> Preliminary Development Plan / Plat | <input type="checkbox"/> Special Use Permit |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Ordinance Amendment |
| <input type="checkbox"/> Final Development Plan | <input type="checkbox"/> Variance [Board of Zoning Adjustments] |

Project Information

Name: _____

Location: _____

Sq Ft of Building Improvements: _____ Acreage of Site: _____ Number of Lots: _____

Description: _____

Contact Information

Applicant

Name: _____

Company: _____

Address: _____

Phone/Fax: _____

Email: _____

Property Owner

Name: _____

Company: _____

Address: _____

Phone/Fax: _____

Email: _____

Architect/Planner/Engineer (please circle)

Name: _____

Company: _____

Address: _____

Phone/Fax: _____

Email: _____

Architect/Planner/Engineer (Additional) (please circle)

Name: _____

Company: _____

Address: _____

Phone/Fax: _____

Email: _____

The applicant hereby agrees that the information provided above is accurate:

Applicant's Signature

Date



DEVELOPMENT REVIEW PROCESS

GUIDEBOOK